

Shared Leave - Uniform Srvs Pool - Create Eligibility

PA30

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
9/25/2007	Kelly Welsh	Initial Draft
9/27/07	Lesa Terry	SME updates for Final Document

Purpose

Use this procedure to establish Uniform Services Shared Leave Pool Eligibility for both a donor and recipient in HRMS.

Trigger

Perform this procedure when a donor or recipient has been approved to donate or withdraw from the Uniform Services Shared Leave Pool.

Prerequisites

- Both the Donor and Recipient must have the Home Pool (Shared Leave) created on Share Leave Eligibility (0696) for the effective dates of the Uniform Services Shared Leave Pool donation.

The following roles can maintain this infotype:

Shared Leave Eligibility (0696) – Payroll Processor, Time & Attendance Processor, Leave Corrections Processor

Transaction Code










PA30

Date	Procedure Update Log
9/25/07	Created

Helpful Hints

The Payroll Processor/Supervisor, Time & Attendance Processor/Supervisor/Inquirer and Leave Corrections Processor may use the Attendance System Change Report to verify the employee's absence quotas. To access this report, use the transaction code **ZHR_RPTTM084**.

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Procedure

1. Start the transaction using the transaction code **PA30**.

Maintain HR Master Data

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. []

Find by
Person
Collective search help
Search term
Free search

Basic Personal Data Payroll Benefits Time Recording Addtl. Personal Data


Infotype text []
Actions
Organizational Assignment
Personal Data
Addresses
Planned Working Time
Basic Pay
Contract Elements
Date Specifications
Family/Related Person

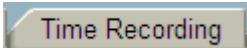
Period
Period
Fr. [] To []
Today Curr. week
All Current month
From curr. date Last week
Up to Today Last month
Current Period Current Year
Choose


Direct selection
Infotype [] STy []

2. Complete the following fields:

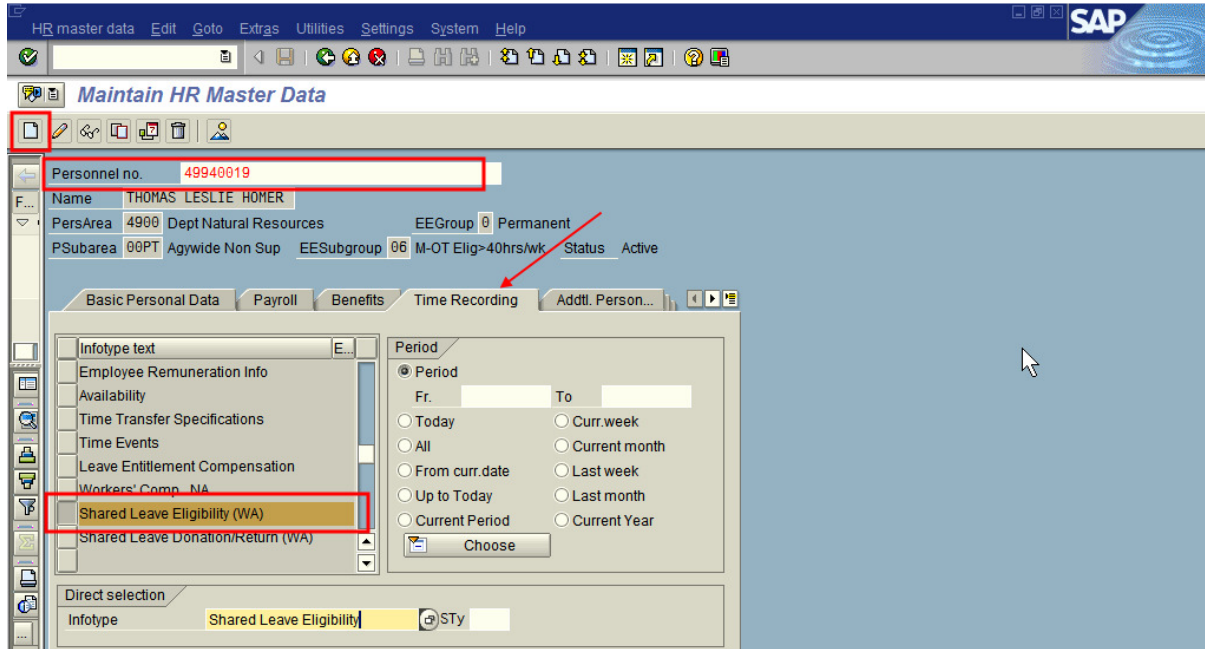
Field Name	R/O/C	Description
Personnel no.	R	This is a unique identifying number assigned by HRMS for identification purposes. This number will follow the employee throughout his/her employment with the State of Washington. This will replace the use of identifying employees by social security number. Example: 449940019 (Leslie Thomas)

3. Click  (Enter) to validate the information.


4. Click  tab.

5. Click the gray box to the left of  Shared Leave Eligibility (WA) to select.

Maintain HR Master Data



The screenshot shows the SAP 'Maintain HR Master Data' interface. At the top, there's a menu bar with 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main window is titled 'Maintain HR Master Data'. On the left, there's a list of infotypes, with 'Shared Leave Eligibility (WA)' highlighted. The right pane shows the 'Time Recording' tab, which includes a 'Period' section with radio buttons for 'Today', 'All', 'From curr.date', 'Up to Today', 'Current Period', 'Curr.week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A red arrow points to the 'Current Period' radio button. The bottom of the screen shows a 'Direct selection' section with 'Infotype' set to 'Shared Leave Eligibility' and a 'STy' field.

6. Click  (Create) to create a new record.

Subtypes for infotype "Shared Leave Eligibility (WA)" (1) 2 Entries found

The screenshot shows a SAP window titled "Subtypes for infotype 'Shared Leave Eligibility (WA)' (1) 2 Entries found". The window has a "Restrictions" tab and a toolbar with icons for selection, deletion, and other actions. Below the toolbar is a table with two columns: "STyp" and "Name". The table contains two entries: "F Foreign Pool" and "H Home Pool". The "H Home Pool" entry is highlighted in yellow. At the bottom of the window, a status bar indicates "2 Entries found".

STyp	Name
F	Foreign Pool
H	Home Pool

7. Double-click **H Home Pool** from the selection list.


Create Shared Leave Eligibility (WA) (0696)

The screenshot displays the SAP HRMS interface for creating shared leave eligibility. The top menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main data area contains the following fields:

- Personnel No: 49940019
- Name: THOMAS LESLIE HOMER
- EE group: 0 Permanent
- Personnel ar: 4900
- Dept: Natural Resources
- EE subgroup: 06 M-OT Elig>40hrs/...
- SSN: 536-98-4154
- Status: Active
- Start: 9/25/2007
- bis: 12/31/9999

A red box highlights the 'Shared Leave Eligibility (WA)' section, which includes a 'Pool ID' field with a checkmark icon.

8. Complete the following fields:


Field Name	R/O/C	Description
Start	R	This is the date on which the record begins. Example: 9/25/2007
Pool ID	R	For employees to be eligible to donate/receive shared leave, each should be assigned to a Pool ID. In the SOW scenario, it will be Home Pool ID.  This does not appear on the infotype, but was selected in the previous step. Example: Shared Leave- Common Pool

Create Shared Leave Eligibility (WA) (0696)

The screenshot shows the SAP HRMS interface for creating shared leave eligibility. The form is titled 'Create Shared Leave Eligibility (WA) (0696)'. It contains several input fields and a summary section. The fields are organized as follows:

Personnel No	49940019	Name	THOMAS LESLIE HOMER		
EE group	0 Permanent	Personnel ar	4900	Dept Natural Resources	
EE subgroup	06 M-OT Elig>40hrs/...	SSN	536-98-4154	Status	Active
Start	09/25/2007	bis	12/31/9999		

Below the main form, there is a section titled 'Shared Leave Eligibility (WA)' which contains a 'Pool ID' field with the value '0002 Shared Leave - Common Pool'.

9. Click  (Enter) to validate the information.

10. Click  (Save) to save.



The system displays the message, "Record created."

11. Create the Foreign Pool (Uniformed Services Shared Leave Pool).

Maintain HR Master Data

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 49940019

Name THOMAS LESLIE HOMER

PersArea 4900 Dept Natural Resources EEGroup 0 Permanent

PSubarea 00PT Agywide Non Sup EESubgroup 06 M-OT Elig>40hrs/wk Status Active

Basic Personal Data Payroll Benefits Time Recording Addtl. Person...

Infotype text E...

Employee Remuneration Info

Availability

Time Transfer Specifications

Time Events

Leave Entitlement Compensation

Workers' Comp. NA

Shared Leave Eligibility (WA) ✓

Shared Leave Donation/Return (WA)

Period

Period

Fr. To

Today Curr.week

All Current month

From curr.date Last week


Up to Today Last month

Current Period Current Year

Choose

Direct selection

Infotype Shared Leave Eligibility (WA) STy

12. Click  (Create) to create a new record.

Subtypes for Infotype “Shared Leave Eligibility (WA)” 2 Entries Found

Subtypes for infotype “Shared Leave Eligibility (WA)” (1) 2 Entries found

Restrictions

✓ ✕ H H+ * ? P

STyp	Name
F	Foreign Pool
H	Home Pool

2 Entries found

13. Double click **F Foreign Pool** from the selection list.


Create Shared Leave Eligibility (WA) (0696)

The screenshot displays the SAP HRMS 'Create Shared Leave Eligibility (WA) (0696)' infotype screen. The top menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main data area contains the following fields:

- Personnel No: 49940019
- Name: THOMAS LESLIE HOMER
- EE group: 0 Permanent
- Personnel ar: 4900
- Dept: Natural Resources
- EE subgroup: 06 M-OT Elig>40hrs/...
- SSN: 536-98-4154
- Status: Active
- Start: 9/25/2007 (highlighted with a red box)

Below the main data area is a section titled 'Shared Leave Eligibility (WA)' (highlighted with a red box). This section contains a 'Pool ID' field with a checkmark icon.

14. Complete the following fields:

Field Name	R/O/C	Description
Start	R	This is the date on which the record begins. Example: 9/25/2007
Pool ID	R	For employees to be eligible to donate/receive shared leave, each should be assigned to a Pool ID. In the SOW scenario, it will be Home Pool ID.  This does not appear on the infotype, but was selected in the previous step. Example: 9001—Uniformed Service Shared Leave Pool

Create Shared Leave Eligibility (WA) (0696)

Infotype Edit Goto Extras System Help

Create Shared Leave Eligibility (WA) (0696)

Personnel No 49940019 Name THOMAS LESLIE HOMER


EE group 0 Permanent Personnel ar 4900 Dept Natural Resources

EE subgroup 06 M-OT Elig>40hrs/... SSN 536-98-4154 Status Active

Start 09/25/2007 bis 12/31/9999

Shared Leave Eligibility (WA)

Pool ID 9001 Uniformed Service Shared Leave Pool

15. Click  (Enter) to validate the information.

16. Click  (Save) to save.



The system displays the message, "Record created."

17. You have completed this transaction.

Result

You have created both the Home Pool as well as the Uniformed Service Shared Leave Pool.

Comments

None